Thapar Institute of Engineering & Technology
Nava Nalanda Central Library
Book Loss Report

Dear Librarian

Following book that I borrowed from the Library has been lost by me.

Accession No.	Title:		Due Date
	Author:		

☐ I would like to replace the book, and pay processing charge and overdue charge as applicable.

☐ I would like to pay the cost of the books as per Library Rules.

Name:………………………..…… Roll No ……………………. Signature………………………

Membership No | | | | | | | | | | | Date…………………………………

For Library Use Only

Cost Paid Details		Book Replace Details	
Price as per Acc Register		Overdue Charge	
Total Cost		Total Amount (Overdue +Processing)	
Overdue Charge		Receipt No. & date	
Total Amount (cost + Overdue + Processing)		Book received checked & database updated by (Initials and date)	
Receipt No & date		Accession no of Replacement book	
Amount Recd & Database Updated by (Initials and date)			

☐ Entered Cost Pd/ Replaced Register ☐ Accession Register Updated ☐Statistics Taken By………....Date……..….

☐ Withdrawn | Date: |

Librarian's Initials and Date…………………………..